

BENEFITS NEWS

An Information Publication for State of California Employees

PRE-TAX PARKING REIMBURSEMENT ACCOUNT PROGRAM

Do you want to reduce your taxable income?
Do you pay to park in a private-sector parking lot, and would you like to figure out a way to pay less?

If your answer to these questions is yes, then the Department of Personnel Administration's (DPA) Pre-Tax Parking Reimbursement Account Program (PTP) may be the program for you!

What is the PTP?

The PTP is regulated by Section 132 of the Internal Revenue Code (IRC) and allows an employer the ability to set-aside part of an employee's wages in a "reimbursement account" to pay for qualified work-related parking fees.

What is "Qualified Parking?"

The term "Qualified Parking" means parking provided to an employee on or near the business premises of the employer or parking a vehicle on or near a location from which the employee begins his/her commute to work using various forms of transportation (carpool, vanpool, parking lot for mass transportation). Qualified Parking does not include parking on or near property used by the employee for residential purposes.

How Do I Enroll?

You can find the Pre-Tax Parking Reimbursement Account Enrollment Form (DPA 682) at DPA's Website www.dpa.ca.gov - click "Benefits", "Work and Family", and then "Pre-Tax Parking". Complete sections 1-6 and submit the form to your Personnel Office. If the form is processed and received by the

State Controller's Office by the 10th of the month, your payroll deduction will start in the current pay period.

Your PTP payroll deduction will continue without change until you submit a completed DPA 682 to your Personnel Office requesting a Change or Cancellation.

How does the Program work?

There isn't an "Open Enrollment" period for the PTP; you can enroll or make changes/cancellations to your account at anytime. Once enrolled, you specify the amount that you want deducted from your warrant. You can deduct the **actual cost of your parking** up to \$200.00, as currently specified by the Internal Revenue Service (IRS).

To begin collecting from the PTP you must first pay the fees for your parking space. Make sure you get a legible receipt showing the following: vendor, month, and the amount paid. Print and complete the Pre-Tax Parking/Third-Party Administrator/Reimbursable Account Claim Form (DPA 681) from the DPA's Website at www.dpa.ca.gov (click "Benefits", "Work and Family", and then "Pre-Tax Parking"). Submit the DPA 681 and the vendor receipt to the location shown on the form; be aware that this can only be done after the first deduction is taken from your pay warrant and only after those funds are deposited in your reimbursement account. All submitted reimbursement requests are reviewed to ensure that they are complete and accurate; approved requests are then processed and reimbursement checks are mailed to participants.

Who is eligible to participate in the PTP?

You're eligible to enroll in the PTP if you are an active State employee. For questions about eligibility, please check with your Personnel Office.

What is the advantage of participating in the PTP?

The money is deducted from your pay warrant prior to tax deductions. As a result, your taxable income is reduced.

Are there any disadvantages?

The IRS does not allow automatic refunds if you have a balance left in your account when you decide to stop participating in the PTP; only in certain specific circumstances are refunds allowed, i.e., the death of the PTP participant. If you do have a balance remaining in your account when you discontinue participating in the PTP, you have a specified period of time in which to submit additional receipts for the reimbursement of qualified parking fees. Otherwise, you will forfeit your remaining funds.

For more information:

Visit the DPA's Website at www.dpa.ca.gov (click "Benefits", "Work and Family", and then "Pre-Tax Parking") or speak to a representative from your Personnel Office.

New -- E-mail Delivery of Benefits News!

The Department of Personnel Administration is changing the way we distribute the *Benefits News* newsletter.

These changes are intended to improve delivery time and eliminate the cost of duplication and postage.

Beginning with the next issue of *Benefit News*, **we will no longer mail hard copies of the newsletter.**

If you would like to receive future issues of *Benefits News*, just go to the DPA Web site at www.dpa.ca.gov, click on "DPA Subscriptions" (in the upper right corner), then click on "Benefits Updates" and follow the instructions.

Once you are on the Benefits Updates subscriber list, DPA will email you with a link each time we issue the latest newsletter.

We will also continue to post *Benefits News* on DPA's Web site. (Click on "Publications," where you'll see the link under "Benefits.")

If you have problems with this new process or format, please call or email Constance Campbell at 916-324-9352 or constancecampbell@dpa.ca.gov.

For More Information

DPA Benefits Division
(916) 322-0300
CALNET 492-0300

ARAG Group
Group Legal Services Plan
1-800-247-4184

Dental Program
(916) 324-0525
CALNET 454-0525

Employee Assistance Program
MHN (Managed Health Network)
1-866-327-4762

FlexElect Program
(916) 327-6429
CALNET 467-6429

Health Promotion Program
(916) 324-9398
CALNET 454-9398

Merit Award Program
(916) 324-0522
CALNET 454-0522

Pre-Tax Parking
(916) 324-0526
CALNET 454-0526

Rural Health Care Program
(916) 327-1439
CALNET 467-1439

Savings Plus Program
1-866-566-4777
www.sppforu.com

Vision Service Plan
(916) 445-9841
CALNET 485-9841

Workers' Compensation Program
(916) 445-9792
CALNET 485-9792

DPA Fax Numbers

Benefits Division
(916) 322-3769
CALNET 492-3769

Savings Plus Program
(916) 327-1885
CALNET 467-1885

TDD (Any unit in DPA)
(916) 327-4266
CALNET 467-4266

Internet Address

www.dpa.ca.gov